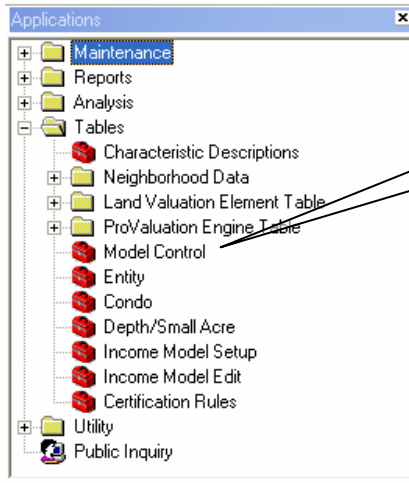


TRENDING SETUP EXAMPLE

Certification Checklist 2005I

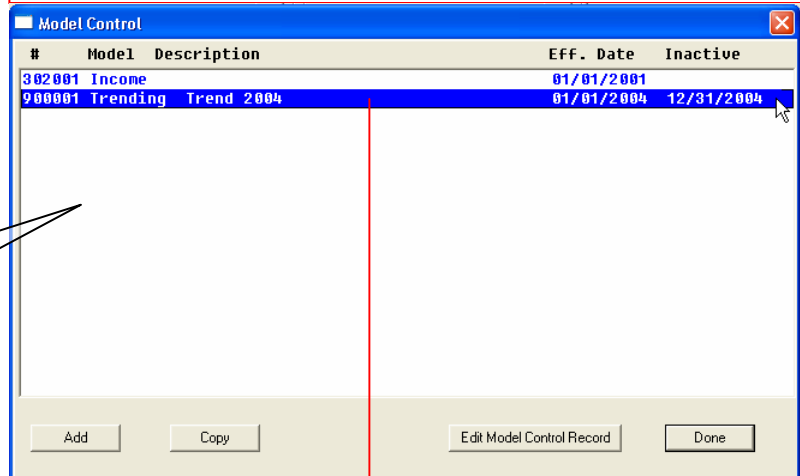
For ProVal Plus (03/23/05)



From the Applications Window, open Tables and double click on Model Control.

BACKUP YOUR COMMON DATABASE BEFORE YOU TREND!

If you open your Model Control and there are NO models listed, you must first create a “dummy” Model before continuing with this checklist. See the end of this checklist for instructions.



The Model Control window opens. If there is an existing Trend Model you can highlight that model and click on ‘Edit Model Control Record.’ If you don’t have an existing model you want to edit, then click on ‘Add’ to add a new model.

Whether you are creating a new model or editing an existing model, the information in the Model Control Record should be similar to this.

Model Control Record	
Model serial number	900001
Date created	03/25/2004
Model created from	0
Last update	03/25/2004
Model type	Trending
Update by	GARY
Base year	2004
Date locked	
Effective date	01/01/2004
Locked by	
Inactive date	12/31/2004
Date first use	
Date last use	
Description	Trend 2004
<input type="button" value="Edit Trending Detail List"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Once you have entered the correct information, click “Edit Trending Detail List” to create or edit the Trending Models.

Trending Models

No.	Area	Property class
1	001	all Neigh-130; Grp 20, Land-105%
2	001	all Bal of Grps at 100%; Neigh 130

If this is an existing model setup, then your individual Trending Records will list here. Highlight the one you want to work with, then click "Edit Detail Record." If this is a new Model setup, then click "Add" to begin entering a Trending Record.

SPECIAL NOTE: ALL group codes within the particular neighborhood being trended must be present in the Trending Model. Use as many Trending Records as needed to accomplish this task. TSB2920C will list all group codes in the neighborhood(s) being trended.

Trending Record No. 1.

Make sure all information is entered correctly and that you use Area 001.

Trending Record No. 2.

Trending Record

Area: Land Factor:
 Neighborhood: ☐ All Improvements Factor:
 Property Class: ☒ All
 Tax District: ☒ All
 Comment:
 Group Codes: ☐ All

- 15 Rural res sub
- 16 Rural com sub
- 17 Rural ind sub
- 18 Rural other
- 19 Public RDw/
- 20 City res lot/ac
- 21 City com lot/ac
- 22 City ind lot/ac
- 25 Common area
- 26 Condo/twnhse
- 27 Comm condo
- 30 Non-res imp on 20
- 31 Res imp on 10

Trending Record

Area: Land Factor:
 Neighborhood: ☐ All Improvements Factor:
 Property Class: ☒ All
 Tax District: ☒ All
 Comment:
 Group Codes: ☐ All

- 38 Comm imp on 16
- 39 Ind imp on 17
- 40 Impr on cat 18
- 41 Res imp on 20
- 42 Comm imp on 21
- 43 Ind imp on 22
- 44 Taxable on Ex (1 owner)
- 45 Locally asssd util
- 46 Mfg housing
- 47 Impr to mfg housing
- 48 Mfg House on Real Property
- 57 Equities in State Lands
- 61 Imp by Lessee

For our example, here is the list of group codes for Neighborhood 130: 01, 20, 30, 41, 42, 47, and 48.

In the example above we are Trending Group Code 20 (land) only. A Trending Record was setup to factor group code 20 by 105%. All other group codes are not to be trended. Record No. 2 shows the remaining group codes not trending by leaving the factor at 100% on land and improvements. You may use as many Trending Records as needed to accomplish your goal. To highlight more than one group code, left click on each group code needed. In Record No. 2 we did NOT highlight group code 20 as it is accounted for in Record No. 1. When everything is entered to your liking click the 'OK' buttons until all windows are closed.

RUNNING A TREND:

From the Applications Window, select 'Maintenance,' then 'Batch Valuation,' then 'Value Trending.' Double click to open the Batch Processing window for Trending.

Select 'All Parcels' from this screen and then click 'OK.'

Batch Processing for Trending

Area: 001

Parcel Selection

- ☒ All Parcels
- ☐ Input File
- ☐ Parcel Set

Property Classes

- ☒ All Property Classes
- ☐ Range
- ☐ Agricultural
- ☐ Mineral
- ☐ Industrial
- ☐ Commercial
- ☐ Residential
- ☐ Exempt
- ☐ Utility
- ☐ Other classes

Taxing District

- ☒ All Districts
- ☐ District

Select parcels to process.

Statistics

Parcel:

Count Selected: Filtered: Processed:

Start Time: End Time:

Elapsed Time:

Avg. Parcel Time: Parcels/Minute:

Est. Time Left:

Model Selection For Batch Trending

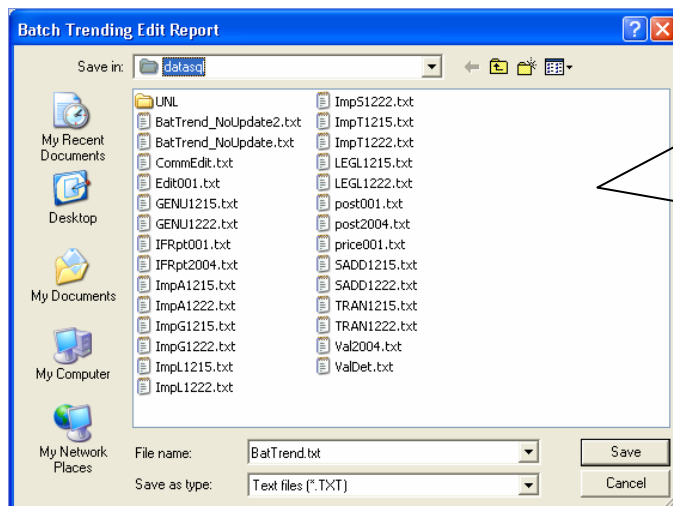
#	Description	EFF. Date	Inactive
900001	Trend Neigh 130 for 2004	01/01/2004	01/01/2004

Options

☒ Report only

Click 'OK' when ready to run.

Highlight the Trending Model you just edited or created. For your first time it is wise to run in "Report only!" Verify that the trend is working the way you intend it to work and then you can run in update with the "Report only" checked off.

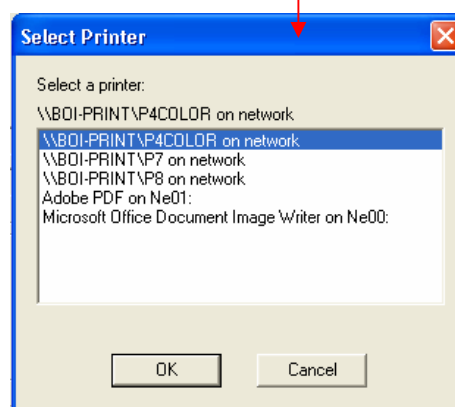


Save the report to your manatron\provalplus\datasql folder. You may, if you like, save it to any folder you wish, just remember where you save it. You can accept the default name or change it to a more meaningful name to you.

You may want to click cancel when the 'Select Printer' window appears, this report will be very long as EVERY parcel in ProVal Plus will be listed. Go to the folder where you saved the file, open it and review on screen. Scroll through the report to find the neighborhood(s) you trended.

Once the Trending Model has run, review the report and verify that it accomplishes your goal. Then re-run the trend with the 'Report only' checked off.

If you do not like the results after running in update, you must restore to before the trend and start again!!



End of Trending Instructions.

How to Create a "dummy" Model:

1. Click on "ADD" and choose Trending Model Type.
2. Fill in some minimal data and name the model "dummy."
3. Click OK and then Click Done on the Model Control main window.
4. Continue on with this checklist.

